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: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D.C.  
:  
: NUMBER 224 April 24, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICES

STANDARD GOVERNMENT TRAVEL REGULATIONS : A limited supply of an amendment dated April 3, 1950 to the Standard Government Travel Regulations (Blue Books) of January 30, 1942, has been issued. This amendment and the amendment issued in April 1949 (PT 178) include all changes to date. The inserts are of no value to non-holders of the Standard Government Travel Regulations booklet and should not be requested by them. Holders of the booklet desiring the amendment may request it from the Office of Administrative Services in Washington.

It has been discovered since reproduction of the latest amendment that the Fiscal Branch in Washington sent certain field offices revised pages dated July 1, 1949, which duplicate the revisions issued in April 1949 and April 3, 1950. The amendment of April 3, 1950 should therefore not be added to that of July 1949, but should be used in conjunction with the April 1949 amendment only.

TABLE OF  
CONTENTS

REVISED

4-19-50

The revised Table of Contents is a combination of the present separately published Table of Contents for A and B Manual Holders. Future revisions of the Table of Contents as required will be issued in the new format. "A" manual holders, remove the "Table of Contents - PMA Procedure Manual 'A'" dated 1-30-50, and "B" manual holders, remove "Table of Contents-PMA Procedure Manual 'B'" dated 10-17-49 and insert the revised Table of Contents dated 4-19-50.  
DISTRIBUTION: A, B. (Distributed Separately)

ADMINISTRATIVE  
NOTICE NO. 166  
4-14-50

RESEARCH AND MARKETING ACT ANNUAL WORK PROJECTS: This notice transmitted sample form and instructions relative to the 1950 annual reports on RMA work projects to be submitted to the Office of the Assistant Administrator for Marketing by May 15, 1950. Ten copies of each report are necessary, five of which will be furnished to ARA. DISTRIBUTION: AA-01, AA-01-A, and AA-03. (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

103.4

REVISED

4-14-50

DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA: This instruction has been revised to reflect recent organizational changes - paragraphs III and IV. Remove PMA 103.4 dated 6-4-48 and the Exhibit A, and insert the revised instruction dated 4-14-50 and Exhibit A. DISTRIBUTION: A, B. (Distributed Separately)

DISTRIBUTION: A, B.

NEW AND REVISED INSTRUCTIONS (CONT'D)

112.8  
4-14-50  
REVISED

FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES: The major changes in this revision are the addresses of the area and sub-area offices. Reference is also made to "Section 416" commodities in the direct distribution programs. DISTRIBUTION: A, B. (Distributed Separately)

451.1  
4-14-50  
REVISED

PRINTING AND DUPLICATING - WASHINGTON: This instruction has been revised to give effect to organizational changes, and to a revised definition of printing and a new imprint requirement issued by the Joint Committee on Printing. DISTRIBUTION: A, B-Washington. (Distributed Separately).

FORMS MANUAL INSERTIONS

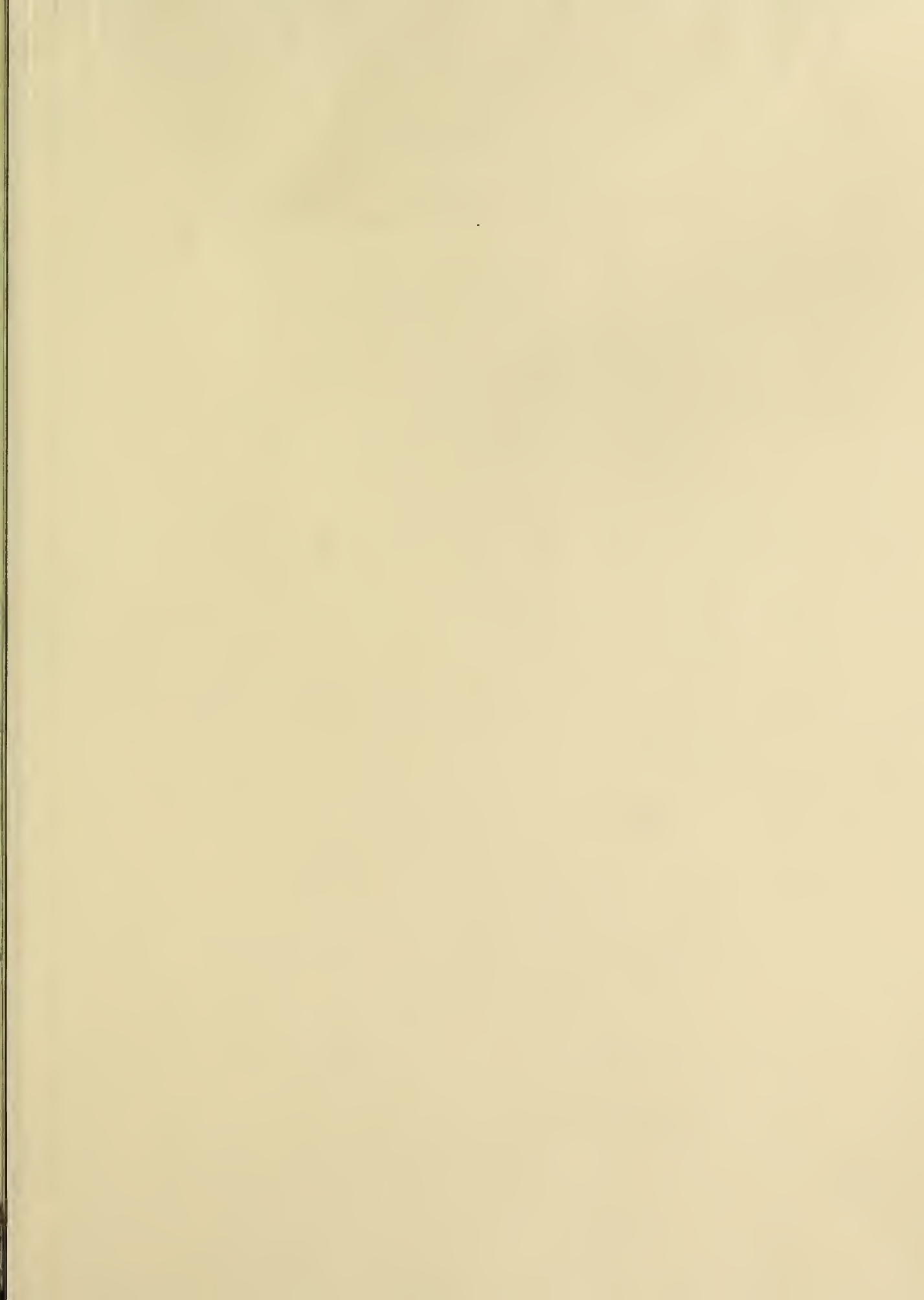
PMA 171  
11-28-49

PROGRAM AUTHORIZATION: Revision of the forms manual insertion for PMA Form 171 dated 11-28-49. Remove the forms manual insertion for this form dated 3-29-48 and insert the attached. DISTRIBUTION: A.

OBSOLETE FORMS

A list of obsolete forms dated April 24, 1950, will be distributed under separate cover for addition to the "Obsolete Forms Supplement 1" dated February 15, 1950.

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Form PMA-171  
(11-28-49)U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

AUTHORIZATION NO.

DATE

STATE

## PROGRAM AUTHORIZATION

TO:

AUTHORIZATION FROM (BRANCH)

You are hereby authorized to carry out the activities specified below in accordance with the terms and conditions outlined and to redelegate such authority except as restricted below.

COMMODITY

MAXIMUM QUANTITY

MAXIMUM EXPENDITURE

NATURE OF ACTION

TIME PERIOD (DATES)

FROM \_\_\_\_\_ TO \_\_\_\_\_

TERMS AND CONDITIONS

ISSUED BY

(BRANCH DIRECTOR)

BUYING DIRECTION

ISSUED TO

DATE

You are hereby authorized to carry out the activities specified above in accordance with the terms and conditions stated herein except as modified below.

AREA OF PURCHASE

BUYING DIRECTION NO.

MAXIMUM EXPENDITURES

FOR OTHER MODIFICATIONS, IF ANY, USE OTHER SIDE

SIGNED: \_\_\_\_\_

(CHAIRMAN, STATE PMA COMMITTEE)



PROGRAM AUTHORIZATION

**NUMBERING:** Example: RCP 3a. The "R", since it is followed by "C", signifies that the crop year is 1950 and that the program involves CCC funds; the "3" signifies that the program concerns potatoes; and the small "a" signifies that the program is the first in crop year 1950 on potatoes.

**PREPARATION:** FV Branch shall prepare the authorizations in the number of copies prescribed below and may include:

1. Authorization symbol and number
2. Date of authorization
3. Commodity, including commodity code(s)
4. Maximum quantity to be purchased, by production areas
5. Maximum funds to be expended
6. Maximum price to be paid in the various containers
7. Containers to be used and net content thereof
8. Minimum grade
9. Specific area of purchase
10. Period of purchase
11. Special provisions for Purchase Announcements
12. Method(s) of purchase
13. General disposition of purchased commodities. On CCC program authorizations specific limitations shall be stated for the maximum funds to be expended for commodities to be delivered under each Section 32 program docket.
14. Other relevant information; such as, special reports to be submitted by purchase or shipping representatives, limitations as to redelegation of authority by State Chairmen and so forth.
15. Details of methods of purchase and types of vendors.

**DISTRIBUTION:**

1. One copy to the Federal Register and Docket Unit, Office of Administrative Services, for inclusion in the program docket case file
2. Copies as required by PMA State Office
3. One copy to FDP Branch
4. One copy to T&W Branch
5. Two copies to Fiscal (FI) Branch
6. Two copies to the PMA Commodity Office
7. One copy to Office of Budget
8. Copies as required by FV Branch
9. Copies as required by other offices

BUYING DIRECTION

**NUMBERING:** A number shall be assigned to the Buying Direction which shall include the following:

1. The Symbol and Number from Form PMA-171 - Example: PC-3b-59.
  2. A Serial Number for the Buying Direction - Example: PC-3b-59-1.
- The final "I" shows that this is the first issued under the PC-3b-59 program authorization.

**PREPARATION:** The State office shall prepare seven copies of each Buying Direction issued. All spaces provided on the form should be filled in.

**DISTRIBUTION:**

1. Two signed copies to the purchase representative concerned, one copy to be placed in his permanent files and one copy to be used as a working paper.
2. Two copies to FV Branch, Washington.
3. Two copies to PMA Commodity office.
4. One copy retained in State office.

**PROCEDURE COVERING USE: 643.1**

**NOTE:** Available only as a Forms Manual Insertion and as master multilith plates which may be obtained by issuing branches from office of Administrative Services, Procurement and Property Management Division. Issuing branches will insert authorization provisions and forward to Procurement and Property Management Division for reproduction.

**DISTRIBUTION: A:**  
4-4-50

